



Service Technician

Details

Job ID : 352

Title : Service Technician

Job Code : 514

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR WORK ORDER SYSTEM, SCHEDULING SERVICE CALLS, AND PLACING ORDERS.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Work Experience

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS

Job Duties

- RECEIVES SERVICE ORDERS
- COORDINATES SERVICE ORDERS WITH STAFF AND VENDORS
- OVERSEES FAX MACHINE AND COPIER INSTALLATIONS, RELOCATIONS, AND SERVICE
- IDENTIFY EQUIPMENT PROBLEMS
- OTHER DUTIES AS ASSIGNED